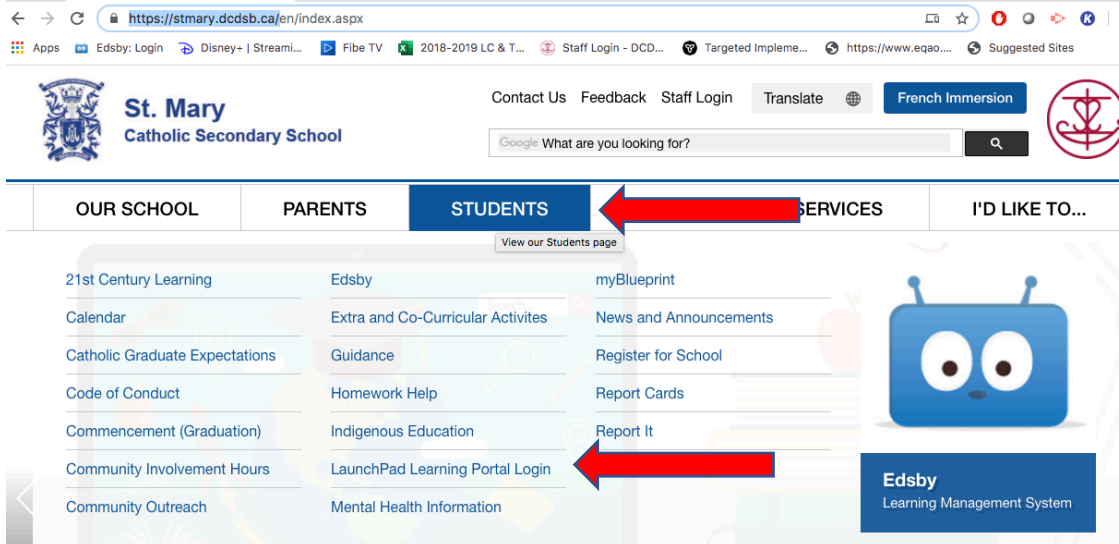


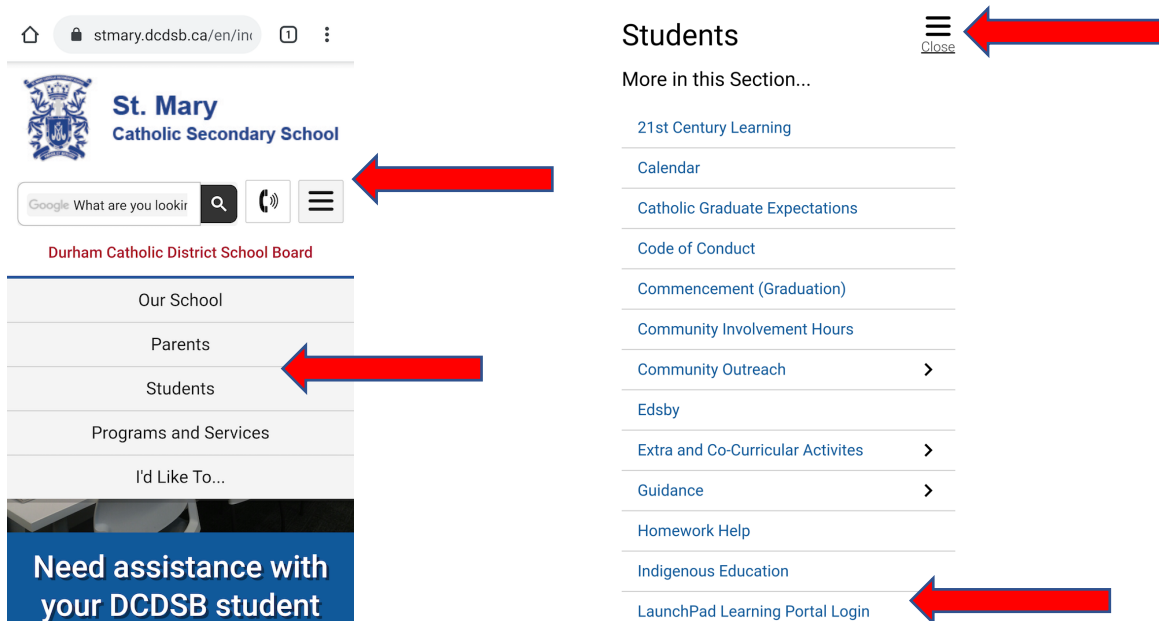
How to login to LaunchPad Learning Portal (Edsby/D2L/Microsoft Office 265)

If you already know your DCDSB student login ID and password:

1. Start at the St. Mary webpage <https://stmary.dcdsb.ca/>
2. A) From desktop or laptop computer, hover your cursor over **"Students"** (but don't click). You'll see a menu pop up. Click on **"LaunchPad Learning Portal Login"**.

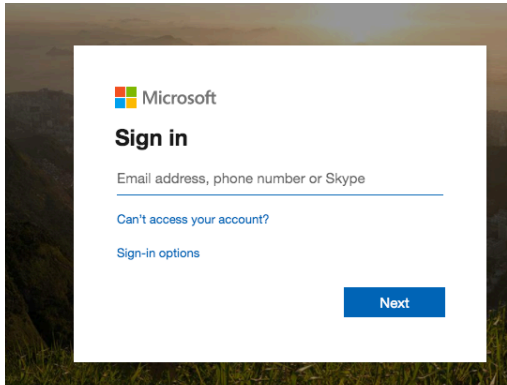


- B) From a smartphone, click on the 3 bars at the top right to reveal drop down menu. Select **"Students"**. From the Students page, click on the 3 bars at the top right to reveal drop down menu. Select **"LaunchPad Learning Portal Login"**

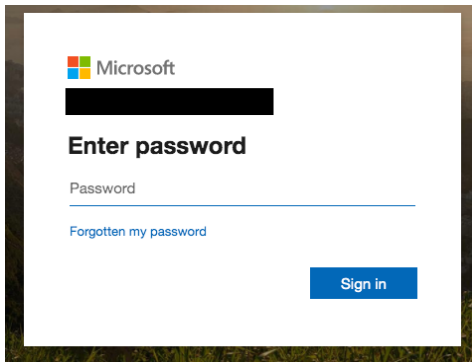


How to login to LaunchPad Learning Portal (Edbsy/D2L/Microsoft Office 265)

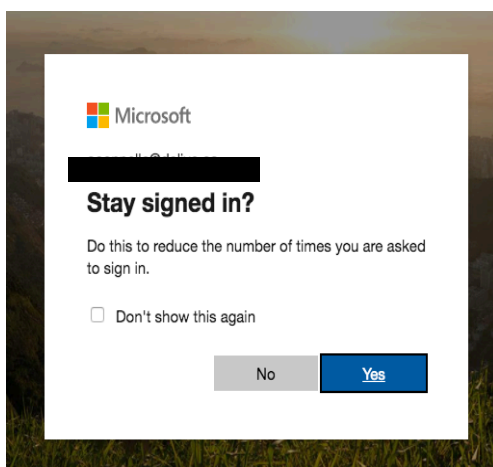
3. Type in your email address using your DCDSB student ID login (Lastnamefirstinitial@dclive.ca)
→ e.g. for “Jose Santos” santosj@dclive.ca



4. Enter your password. Click on Sign In. If you do NOT know your DCDSB student ID login and/or password, contact St. Mary Teacher-Librarian, Ms. Fryszacki at michelle.fryszacki@dcdsb.ca or at x56014



5. Check the “Don’t show this again” and YES if this is your own, trusted computer AND no one else will need to log on to this computer to access the DCDSB Launchpad Learning Portal (Microsoft Office 360/Edsby/D2L). Otherwise, you can click on “no”.
*If another DCDSB student uses the same computer, each student may need to sign out and close the browser window before another student can log in to their Launchpad Learning Portal.



How to login to LaunchPad Learning Portal (Edsby/D2L/Microsoft Office 265)

- From the launchpad/dashboard, you'll have access to Microsoft Office 365, Edsby, and several other resources. Click on the "Edsby" icon to go to Edsby.



- ***NOTE:** If you logged on using a password that was recently reset for you, please follow the instructions for "Changing Your Password". **The new reset password will expire so you must change your password.**